



RECORD KEEPING PROVISIONS

WAC 296-128-010 Records required. For all employees who are subject to RCW 49.46.020, employers shall be required to keep and preserve payroll or other records containing the following information and data with respect to each and every employee to whom said section of said act applies:

- (1) Name in full, and on the same record, the employee's identifying symbol or number if such is used in place of name on any time, work, or payroll records. This shall be the same name as that used for Social Security record purposes;
- (2) Home address;
- (3) Occupation in which employed;
- (4) Date of birth if under 18;
- (5) Time of day and day of week on which the employee's workweek begins. If the employee is part of a workforce or employed in or by an establishment all of whose workers have a workweek beginning at the same time on the same day, a single notation of the time of the day and the beginning day of the workweek for the whole workforce or establishment will suffice. If, however, any employee or group of employees has a workweek beginning and ending at a different time, a separate notation shall then be kept for that employee or group of employees;
- (6) Hours worked each workday and total hours worked each workweek (for purposes of this section, a "workday" shall be any consecutive 24 hours);
- (7) Total daily or weekly straight-time earnings or wages; that is, the total earnings or wages due for hours worked during the workday or workweek, including all earnings or wages due during any overtime worked, but exclusive of overtime excess compensation;
- (8) Total overtime excess compensation for the workweek; that is, the excess compensation for overtime worked which amount is over and above all straight-time earnings or wages also earned during overtime worked;
- (9) Total additions to or deductions from wages paid each pay period. Every employer making additions to or deductions from wages shall also maintain a record of the dates, amounts, and nature of the items which make up the total additions and deductions;
- (10) Total wages paid each pay period;
- (11) Date of payment and the pay period covered by the payment;
- (12) Employer may use symbols where names or figures are called for so long as such symbols are uniform and defined.

WAC 296-128-015 Definitions of workday and workweek.

- (1) A workweek is a fixed and regularly recurring period of 168 hours or seven consecutive 24 hour periods. It may begin on any day of the week and any hour of the day, and need not coincide with a calendar week.
- (2) A workday is a fixed and regularly recurring period of 24 hours. It may begin at any hour of a calendar day and must begin at the same time each calendar day.

WAC 296-128-020 Term for keeping records.

Unless otherwise specifically authorized by the director, all records required under WAC 296-128-010 shall be kept for a period of at least three years.

WAC 296-128-025 Place for keeping records and availability for inspection.

Each employer shall keep the records required by this regulation safe and accessible at the place or places of employment or at one or more established central recordkeeping offices where such records are customarily maintained. All such records shall be open at any time to inspection and transcription or copying by the director and his duly authorized representative and to the employee, upon request for that employee's work record, at any reasonable time.

WAC 296-128-030 Petitions for exceptions.

- (1) **Submission of petitions for relief.** Any employer or group of employers who, due to peculiar conditions under which he or they must operate, desires authority to maintain records in a manner other than required in this regulation, or to be relieved of preserving certain records for the period specified in the regulation, may submit a written petition to the director setting forth the authority desired and the reasons therefor.

RECORD KEEPING PROVISIONS

- (2) **Action on petitions.** If, on review of the petition and after completion of any necessary investigation supplementary thereto, the director shall find that the authority prayed for, if granted, will not hamper or interfere with enforcement of the provisions of the act or any regulation or orders issued thereunder, he may then grant such authority but limited by such conditions as he may determine are requisite, and subject to subsequent revocation. Where the authority granted hereunder is sought to be revoked for failure to comply with the conditions determined by the director to be requisite to its existence, the employer or groups of employers involved shall be notified in writing of the facts constituting such failure and afforded an opportunity to achieve or demonstrate compliance.
- (3) **Compliance after submission of petitions.** The submission of a petition or the delay of the director in acting upon such petition shall not relieve any employer or group of employers from any obligations to comply with all the requirements of the regulations in this part applicable to him or them. However, the director shall give notice of the denial of any petition with due promptness.

WAC 296-128-035 Payment interval.

All wages due shall be paid at no longer than monthly intervals to each employee on established regular pay days. To facilitate bookkeeping, an employer may implement a regular payroll system in which wages from up to seven days before pay day may be withheld from the pay period covered and included in the next pay period.